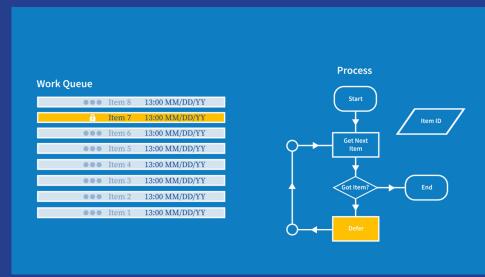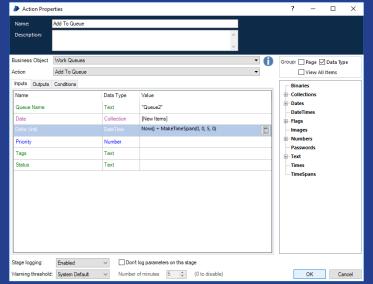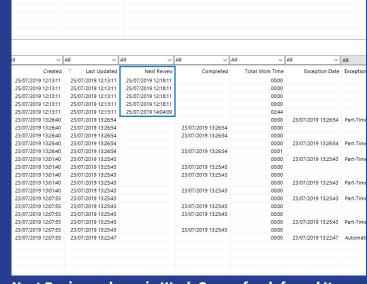# 9.4 Deferring Items

Deferring Items

- **New Items can be deferred, to control the day and time on which they are worked.**

- **If a deferral date is specified when the Items are created, then the Work Queue will hold on to the Items until that date - effectively freezing them. So, when a Process that is working a Work Queue fails to retrieve any more Items, it does not necessarily mean that there are no unworked Items in the queue as it could be the case, that there are deferred Items that are being held until a specified date.**

- **Defer, can also be used to release an Item being worked by a Process, back to the Work Queue. Without the requirement for the Item to be assigned as either 'Complete' or as 'Exception'. This feature is useful, for part-working an Item and then freezing it for later – for example, if a Process is only able to complete half of its work on one day, then it can resume the other half on the next day.**

Item being deferred.

Action Stage with Defer Until Parameter.

Next Review column in Work Queue for deferred Items.